

TRANSPORTATION

PART 1 - GENERAL  
PART 2 - MOVEMENT OF EMPLOYEES AND EFFECTS  
PART 3 - CARGO  
PART 4 - MOTOR POOL  
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PART 1 - GENERAL

25X1 The [ ] will arrange the transportation of civilian and military personnel for temporary duty travel and upon permanent change of station, including their dependents and household effects. This service includes obtaining hotel, air, rail and steamship reservations, the issuance of Transportation Requests and furnishing travel itineraries. 25X1

25X1 In connection with overseas travel it is also the responsibility of the [ ] [ ] to procure necessary theater clearances; Passports and the necessary visas; obtain air priorities where necessary for both the traveler and excess baggage, if any, and arrange reservation of space. All individuals will be briefed with respect to necessary clothing and equipment as well as to conditions to be encountered by the traveler while enroute and at their destination.

STATINTL The [ ] will also arrange for overseas shipment of supplies and equipment, preparing the necessary shipping documents and other related papers. This involves maintaining close liaison with U.S. Dispatch Agents, Ports of Embarkation and the office of the Chief of Transportation as well as the [ ] for the purpose of STATINTL obtaining space reservations for shipments.

Motor transportation is provided for civilian and military personnel traveling on official business in and around the District of Columbia. This necessitates the maintenance of a garage and storage place for the repair, storage and assignment of all vehicles in the Motor Pool.

The clearances and approvals necessary in connection with the transportation of employees, their immediate families, and their household goods and personal effects shall be accomplished by the use of the following listed forms:

FORM No. 36-23. Request for Overseas Transportation (overseas travel only)

This form is initiated by the sponsoring Branch in connection with overseas travel of employees; it is used to secure all the required clearances, and is the basis on which the  secures transportation for the employee.

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FORM No. 34-5. Travel Request (domestic travel only)

This form is initiated by the sponsoring Branch to request domestic travel for an employee and is the basis on which the  executes a travel order.

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FORM No. 36-27. Request for Movement of Family and/or Household effects

This form is initiated by the employee; a copy is retained by the Transportation Clearance Officer of the sponsoring Office to be used as a basis for making a request upon the  (in the case of overseas transfer) for the shipment of the employee's household goods. The original and one copy are forwarded to the

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FORM No. 34-A. Travel Order

This form is executed by the  and is the authority on which the employee may claim reimbursement for expenses incurred in connection with his transportation.

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Transfer Letter Authorizing Permanent Change of Official Station

This form is executed by the Chief, Personnel Division and establishes the fact that the transfer is to the interest of the government and constitutes the basic authority by the agency for the transport of the employee, his immediate family, and his household goods and effects. The form must be executed

prior to the date actual transportation begins and must contain all basic authorizations to be granted, inasmuch as subsequent amendments cannot be made for the purpose of additional authority.

AGREEMENT BY EMPLOYEE - Length of Service Required

The Chief, Personnel Division, shall require every new appointee to execute an agreement in writing to remain in the Government Service for the required time following his appointment, unless separated for reasons beyond his control. The required minimum time is twelve (12) months at a place of employment within the continental United States, while the overseas requirement is a minimum service of twenty-four (24) months.

FORM No. 36-4. Request for Overseas Shipment of Cargo

This form is initiated by the Transportation Clearance Officer of the Office concerned and forwarded to the  at the time the cargo is to be moved and serves as their authority to proceed with the movement of the employee's household goods or personal effects. STATINTL

FORM No. 36-5. Request for Pick-up and Delivery

STATINTL This form is initiated by the Transportation Clearance Officer and forwarded to the  at the time the cargo is to be moved to furnish them with specific information as to the location at which the pick-up of the household goods and personal effects should be made.

There follows detailed instructions for the preparation, routing and processing of requests for transportation of employees, their immediate families and their household goods and personal effects.

**PART 2 - MOVEMENT OF EMPLOYEES AND EFFECTS**

**(1) Request for Overseas Transportation of Employees**

**a. Action by initiating officer**

Requests for overseas movement of personnel will be initiated in duplicate by the Branch concerned on Form No. 36-23, Request for Overseas Transportation. This form will be prepared according to the instructions on the reverse thereof and forwarded to the individual officially designated as the Transportation Clearance Officer for the office concerned.

It should be noted that the employee should have obtained all the necessary clearances including physical examination and initial immunization; completed all necessary personal arrangements and will be available to the

for processing and departure on the date indicated as their "availability date" or as soon thereafter as reservations may be secured for them.

**b. Action by Transportation Clearance Officer**

After obtaining the necessary clearances (Security, Assessment and Personnel) and arranging for a physical examination and immunization processing, the Clearance Officer will sign in the space indicated on Form No. 36-23 and will forward the form in duplicate to the individual officially authorized to approve Requests for Overseas Transportation. Said individual shall be the Assistant Director of the office concerned or an individual so designated by him. If a permanent change of station is involved, Form No. 37-3, Personnel Action Request should be initiated at this time and should accompany Form No. 36-23 to the approving official.

**c. Action by the Approving Official**

Upon approval of Form No. 36-23, Request for Overseas Transportation, by the Approving Official, Section A thereof will be detached and returned for filing to the Transportation Clearance Officer and Sections B and C will be

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forwarded in duplicate to the [ ] If pertinent, the Per- STATINTL  
sonnel Action Request will be forwarded at this time to the Personnel Division  
in accordance with the procedure outlined in Administrative Order [ ] STATINTL

If the Request for Transportation is disapproved, the entire form will  
be returned to the requesting branch.

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d. Action by the [ ]

Upon receipt of Sections B and C in duplicate of Form No. 36-23, the  
[ ] will, where necessary, procure and/or arrange the  
issuance of passports, visas, immunizations, final overseas security approval,  
final clearance by Finance and Personnel sections, identification cards, Theater  
Commanders' approval, air priorities, travel orders, reservations and Transporta- STATINTL  
tion Requests. Upon completion of necessary actions the [ ]  
will complete, detach and forward the copy of Section C of Form No. 36-23 to  
the initiating officer to serve as notification of receipt of the form and of  
the approximate date of departure of the traveler.

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After departure of subject, the [ ] will notify the [ ] STATINTL  
[ ] of the date of such departure together with the date  
and the time the employee is required to report to port of embarkation.

(2) Request for Domestic Transportation of Employee

a. Request for domestic travel will be prepared in duplicate by the Branch  
or office concerned on Form No. 34-5, Travel Request, approved by the proper  
approving official, and forwarded to the [ ] sufficiently in STATINTL  
advance of the commencement of the travel so that the [ ] STATINTL  
will  
be in possession of the request at least forty eight (48) hours prior to the time  
the travel is to begin. To amend a previously issued travel order, it will be  
required that a new request be submitted in the same manner as the original.

b. Paragraph 2 of Administrative Order No. 41 entitled "Travel Instructions  
for Civilian Employees" is rescinded effective this date. Under the same Admin-

STATINTL 5 g is changed to [ ]

25X1A6A c. Whenever a permanent change of station is involved, Form No. 37-3, Personnel Action Request, will be initiated by the designated official of the office concerned and forwarded to the Personnel Division at the same time that the Form No. 34-5, Travel Request, is forwarded to the [ ]

(3) PREPARATION OF TRANSFER LETTER AND TRAVEL ORDER

STATINTL a. Action by [ ]

STATINTL Upon receipt of Sections B and C in duplicate of Form No. 36-23, or Form No. 34-5, the [ ] will prepare a Travel Order, Form 34-4, in an original and five copies, to include appropriation, allotment information and the total estimated cost including per diem, incidental expenses, and transportation charges. The original and four copies (one of which shall be a STATINTL certified true copy) of the order shall be transmitted to the [ ] Finance Division, for encumbrance and retention of necessary fiscal copies. STATINTL The original and one copy shall be returned to the [ ] for appropriate disposition, the copy to bear evidence of encumbrance. Signature of the official authorized to approve the travel order shall not be placed on the original until advice has been received from fiscal section (Accounts Unit) relative to the availability of funds.

The original copy of the Travel Order, Form No. 34-4, shall be given to the employee for use as a supporting paper when claim is submitted for reimbursement of expenses incurred in connection with his travel.

STATINTL Whenever a permanent change of official station is involved, a copy of Section B of the Form No. 36-23 or Form No. 34-5 will be routed to the Chief, Personnel Division with a request that a "Transfer Letter Authorizing Permanent Change of Station" be prepared. After this letter is prepared, two copies thereof STATINTL will be furnished the [ ] and the [ ] will then prepare the travel order, in accordance with above paragraph.

**b. Action by Personnel Division**

The Chief, Personnel Division will prepare a "Transfer Letter Authorizing Permanent Change of Station" per sample copy attached hereto. This letter will always authorize the transportation of the employee, his immediate family, and his household goods and personal effects, unless a specific request is made that some of these items shall not be included in the authorization.

The "Transfer Letter Authorizing Permanent Change of Station" shall be distributed as follows:

Original to employee

Two (2) copies to

Two (2) copies to  (One (1) for

One (1) copy to Personnel Division files.

**(4) REQUEST FOR MOVEMENT OF FAMILY AND/OR HOUSEHOLD GOODS AND PERSONAL EFFECTS**

**a. Action by Transportation Clearance Officer or other designated Official**

Prior to releasing the Requests for Transportation or Travel, the Transportation Clearance Officer or other designated official of the office concerned will, if a permanent change of station is involved, have the employee execute Form No. 36-27, Request for Movement of Family and/or Household Effects in an original and two copies.

The Clearance officer will carefully review the information which the employee furnishes on Form No. 36-27 to determine that the movement of family and household goods and personal effects requested by the employee is properly allowable in accordance with agency policy and regulation.

In many cases the movement of the employee's family and/or household goods and effects will take place several months after the employee himself arrives at his new port, and in some instances the movement of the family and/or household goods and effects may depend upon unfulfilled conditions. For example; the procurement of adequate housing at the employee's new port, or the approval of the Chief of Mission after the employee has served a probationary or trial

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period, or other similar reasons. It is the responsibility of the Clearance Officer to list these conditions and follow-up dates on the back of the Form No. 36-27, Request for Movement of Family and/or Household Effects, which are

STATINTL sent to the [ ] In cases where the approval for the movement of the family and/or household effects is made upon conditions which must be complied with at a later date, the Clearance Officer will note on the back of Form

STATINTL No. 36-27 that the [ ] should check back with the Clearance Officer to ascertain that these conditions have been complied with before proceeding with the movement of the family and/or household goods and effects.

In view of the many restrictions and limitations imposed by law in connection with the movement of families and household goods and effects, the employees will be sent to the [ ] in order that he may be advised specifically and definitely as to what costs the government will pay and what responsibilities the government will assume in connection with the movement of his family and/or household goods and effects.

STATINTL b. Action by [ ]

The provisions and limitations of Public Law 600 and Executive Order 9805 shall be the basic authority for the movement of families and household goods and personal effects. The following limitations contained in these basic authorities should be brought to the specific attention of each employee by the [ ]

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1. Transportation of the employees, his immediate family, and his household goods and effects must be authorized in a transfer order signed by the head of the agency or his designee, and this order must specifically state that the transfer is not for the primary benefit or convenience of the employee or at his request (Section 4, EO 9805)



2. The government will pay the transportation cost of the employee's "immediate family" only. "Immediate family" includes wife, children under 21 years of age and dependant parents. In-laws are not considered as part of the immediate family (Section 1, EO 9805)

3. Transportation of the immediate family of the employee shall be subject to the provisions of the Standardized Travel Regulations which relate to transportation (Section 3, EO 9805)

4. Household goods and personal effects shall not include wines, liquors, animals or birds not necessary in the performance of official duties, or automobiles. (Section 7, EO 9805)

5. The maximum weight allowance for the transportation of household goods and effects is 7000 pounds net weight for employees with families and 2500 pounds net weight for employees without families. (Section 17, EO 9805)

6. All transportation allowed in connection with the change of official station of an employee shall begin within two years from the effective date of the transfer, except that the time limit of two years shall be exclusive of time spent in military service, and the time during which shipping restrictions make travel and transportation impossible. (Section 5, EO 9805)

7. Temporary storage of authorized weight of household effects must not exceed 60 days. (Section 20, EO 9805)

8. Valuation of property as declared for shipping purposes must not exceed that at which the lowest freight rates will apply. If an employee desires higher valuation he must assume charges incurred in excess of the charges at lowest rate. (Section 24, EO 9805)

9. The cost to the government for transporting the employee, his immediate family, and his household goods and effects must not exceed the cost by the most economical route between the last official station and the new official station, except that for a new appointee to an overseas post, his immediate family and his household goods and effects may be transported at government expense from his

place of actual residence at time of appointment to place of employment outside continental United States in accordance with the provisions of Public Law 600, provided that such expense shall not be allowed new appointees unless and until the person selected for appointment shall agree in writing to remain in the Government Service for the required time following his appointment, unless separated for reasons beyond his control.

10. For overseas transfers, the actual costs of packing, crating, drayage, unpacking and uncrating (not to exceed authorized weight) will be allowed.  
(Section 17, EO 9805)



c. After the receipt of Form 36-27, from the Transportation Clearance Officer or other designated official, it shall be the responsibility of the [ ] [ ] to establish appropriate pending files and maintain a follow-up until the movement of the household goods and/or family is completed. For example: In the case where an employee is proceeding to his foreign post and has requested that his family and household effects be transported in two months, the Transportation Section will place Form No. 36-27 as a pending file and on the specified date will draw the file and after checking to ascertain that the family and/or household effects should be moved, will secure the following forms from the Clearance Officer:

- (1) Form No. 36-4, Request for Overseas Shipment of Cargo, in duplicate.
- (2) Form No. 36-5, Request for Pick-up and Delivery, in triplicate.
- (3) Memorandum requesting that arrangements be made for the movement of the employees' immediate family.

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Upon receipt of the above documents from the Clearance Officer, the

will:

- (1) In the case of movement of household goods and effects to overseas points, contact the appropriate person and arrange for the crating, pick-up and transportation of the effects in accordance with established authorizations.

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- (3) In connection with the movement of an employee's immediate family to a point outside the United States, contact the persons to be transported and make arrangements for securing passports, immunizations and medical examinations, and secure the necessary transportation in accordance with established authorizations.

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PART 3 - CARGO

All CIG shipments, including household and personal effects, to foreign points shall be processed by the [ ]

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(a) PICK-UP

When household goods or personal effects are to be shipped overseas, the Office initiating the transfer shall forward to the [ ] Form No. 36-4, Request for Overseas Shipment of Cargo and Form No. 36-5, Request for Pick-up and Delivery, in duplicate, plus Letter of Transfer, and Form No. 36-27. When supplies and equipment are to be shipped, the [ ] shall fill out Form No. 36-4 and attach one copy of requisition of material to be forwarded. The type of funds chargeable (vouchered or special) shall always be indicated on Form No. 36-4.

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Where possible, CIG warehouse facilities will be used to collect, pack and crate the property for shipment. The [ ] will forward a shipping document together with a copy of Form No. 36-5 to [ ] upon receipt of the property, [ ] issue a notice of delivery to the [ ] and after the property has been packed and crated, [ ] will issue an accomplished document notifying the [ ] that the property detailed as to weight and cube is ready for shipment.

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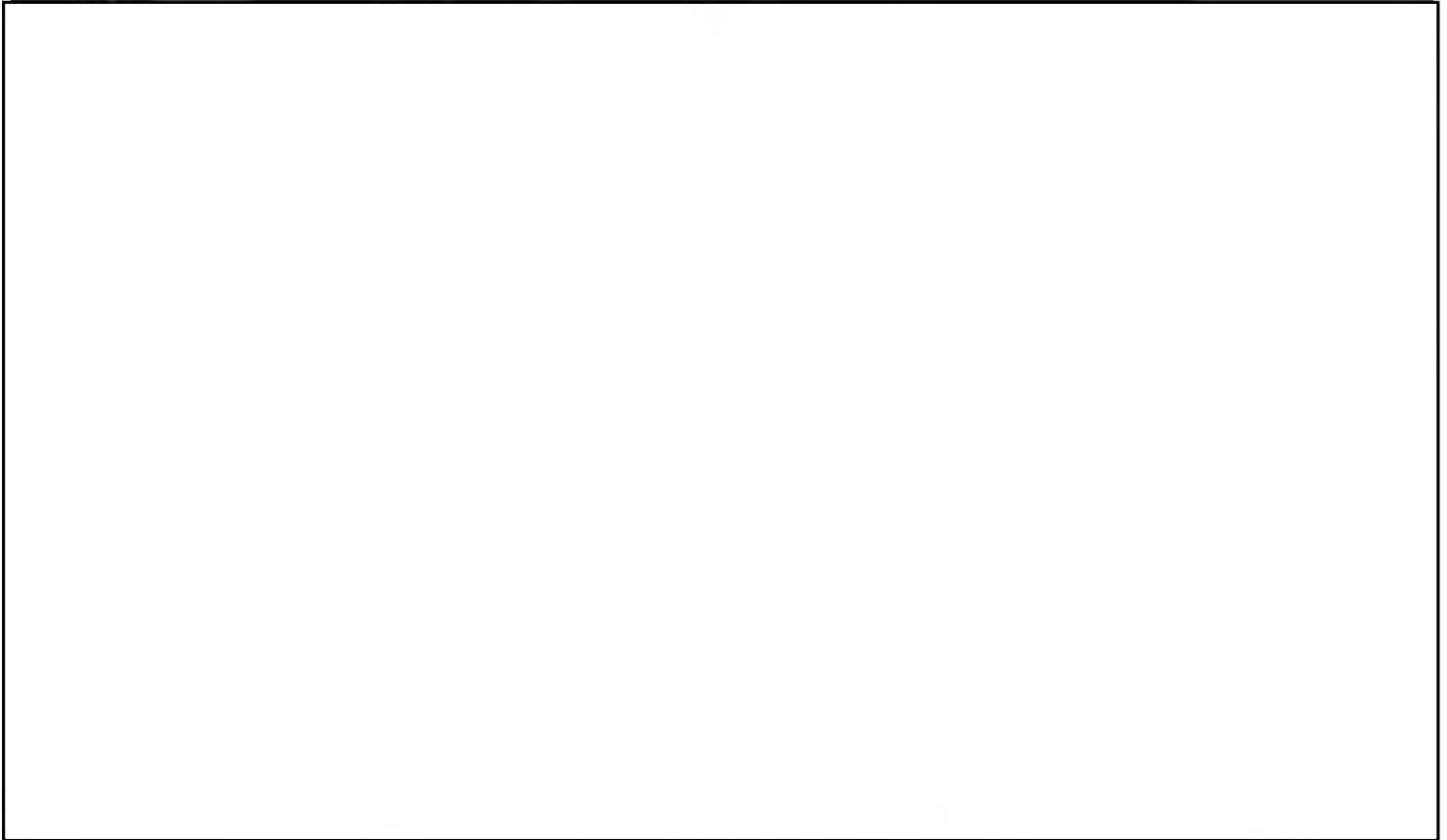
STATINTL

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Where CIG warehouse facilities cannot be used, [ ] shall be issued by the [ ] authorizing a commercial carrier to collect, pack and crate the property. A statement will be transmitted with the Bill of Lading instructing the carrier not to ship until notice of shipment is given by the Government. A request will also be sent with the Bill of Lading to notify the Transportation Section as to the weight and cube of the property to be shipped.

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Upon receipt of the assignment of space, the [redacted] will STATINTL  
issue a notice of shipment to Storage and Issue or the carrier giving all  
necessary particulars as to the shipment. In the event the property prepared  
for shipment by [redacted] cannot be shipped to the point of embarkation  
by CIG facilities, a CIG [redacted]  
shall be issued by the [redacted] in order that the shipment from the warehouse  
may be effected through commercial means.

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Part 4 - MOTOR POOL

By direction of the Director a motor pool is operated for the use of CIG personnel on official business in and around Washington.

All calls shall be placed with the dispatcher or assistant dispatcher stating the name of the passenger, point of pick up and the destination.

Trips of four blocks or less are not authorized and chauffeurs are not permitted to wait more than fifteen (15) minutes unless specifically arranged in advance.

Officers on night duty will have one car with driver available for emergency calls from 5:00 PM to 8:30 AM, at the motor pool.

Drivers are required to be neat, clean and courteous and any deviation from the above should be reported to the office of the Chief,

[REDACTED]

Records

Dispatch Records including time of departure, mileage and time of return will be maintained by the dispatcher and closed daily.

In case of any accident a report in writing will be made by the driver involved within three (3) hours, to the Chief Dispatcher who will forward the report immediately to the investigating officer for appropriate action and recommendation as to responsibility for the accident.

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A garage and repair shop will be operated by the [REDACTED]

[REDACTED] and will be responsible for the mechanical condition and servicing of all CIG vehicles not assigned to individuals on credit cards.

All trucks will be operated from the garage and will be dispatched by the garage supervisor on all official trips for hauling.